



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202

JUL 27 2006

IMAH-HRD-M

MEMORANDUM FOR US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency Policy Memorandum #6,
Processing Centralized Promotion and School Selection Board Results

1. REFERENCES.

- a. AR 600-8-19, Enlisted Promotions and Reductions, 10 January 2006.
- b. AR 600-8-29, Officer Promotions, 25 February 2005.

2. PURPOSE. To provide guidance to US Army Installation Management Agency (IMA) personnel on processing centralized promotion and school selection board.

3. APPLICABILITY. These procedures are applicable to military personnel assigned to and/or under the operational control of IMA. The following procedures apply to Headquarters (HQ) IMA, Human Resources Division (HRD), Military Personnel Branch (MPB); IMA Regions MPBs; and Garrison Military Personnel Divisions (MPD). This policy memorandum supersedes IMA policy memorandum #6 dated July 10, 2003.

4. POLICY.

a. The references above provide guidance on processing promotion and school selection board results. All recipients of pre-positioned promotion and school selection board results must maintain strict security over selection lists. Promotion and school selection board results are "close hold" until the official release date.

b. IMA Region MPBs in coordination with the MPDs will ensure all eligible Soldiers were considered for promotion or school selection.

c. Only IMA Directors / Garrison Commanders, as appropriate, will notify Soldiers of selection or nonselection for promotion or school attendance.

(1) Commanders will notify Soldiers considered and selected for promotion or school attendance on the official release date from the Department of the Army, Human Resources Command.

IMAH-HRD

SUBJECT: US Army Installation Management Agency Policy Memorandum #6,
Processing Centralized Promotion and School Selection Board Results

(2) Soldiers who are not selected for promotion (names on the considered list, but not on the recommended list) may, at the IMA Director's / Garrison Commander's discretion be so informed not earlier than one day before the official release date of the list. Non selection notification is not required for Soldier on the secondary / below zone of consideration.

5. PROCEDURES.

a. HQIMA, MPB

(1) Upon announcement, HQIMA, MPB will download pre-positioned promotion or school selection board results list in a timely manner.

(2) Conduct initial screening, identification, and comparison of pre-positioned list against IMA Soldiers to ensure that all eligible Soldiers were considered.

(3) Electronically mail encrypted copy of pre-positioned board results and IMA Soldiers eligible and considered list to IMA Region MPBs Offices for review, verification, and reconciliation.

(4) Electronically notify IMA Region MPBs of official release date as appropriate.

(5) Prepare letters of congratulations for Director's Signature.

b. IMA Region MPBs

(1) Upon receipt of HQIMA initial screen of IMA eligible and considered Soldiers and pre-positioned for promotion or school selection board results list, IMA Region MPBs will review for accuracy, verify, and reconcile.

(2) In coordination with Garrison MPDs, IMA Region MPBs will update initial screen as appropriate to ensure list accurately reflect all IMA Soldiers eligible, considered, selected, and non-selected.

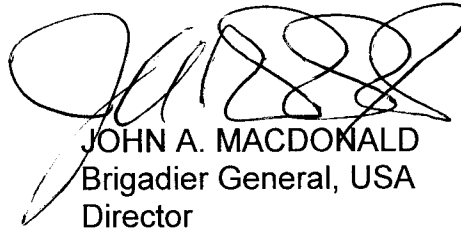
(3) Provide any additions, deletions, or corrections to the initial list of IMA Soldiers' selected and/or non-selected for promotion or school attendance to HQIMA, MPB, no later than three working days after receipt of the pre-positioned list.

c. Garrison MPDs

IMAH-HRD

SUBJECT: US Army Installation Management Agency Policy Memorandum #6,
Processing Centralized Promotion and School Selection Board Results

- (1) Accurately process board results in a timely manner.
 - (2) Screen assigned personnel against promotion or school selection lists in order to verify Soldier's eligibility and selection status.
 - (3) Process board results and after receiving the release date, provide commanders with written notification of the board results.
 - (4) Notify commanders in accordance with local policies of the official release date and secure nature of the promotion or school board results list.
6. PROPONENT. The HQIMA HRD is the proponent for this IMA policy. POC is Chief, Military Personnel Branch at commercial (703) 602-0914, DSN 332-0914.



JOHN A. MACDONALD
Brigadier General, USA
Director